

MONTHLY FIRE PREVENTION INSPECTION

LOCATION:	INSPECTED BY:	DATE:
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FIRE PROTECTION CONTROL VALVES (INSIDE & OUTSIDE)

[illegible]

AUTOMATIC SPRINKLER SYSTEMS

[illegible]

Physical condition of all sprinkler system gauges satisfactory ☐ Yes ☐ No

Physical condition of all sprinkler system alarm devices satisfactory ☐ Yes ☐ No

Alarm valves/dry pipe valves found to be in a good condition and free of any physical defects ☐ Yes ☐ No

PUBLIC WATER

Public water supply in service ☐ Yes ☐ No Pressure: _____ psi

STANDPIPE & HOSE STATIONS

Are all standpipe or hose stations accessible ☐ Yes ☐ No Hose attached to outlet ☐ Yes ☐ No

Nozzle attached to hose ☐ Yes ☐ No Hose properly racked ☐ Yes ☐ No

Protective caps in place ☐ Yes ☐ No

Physical condition of all standpipe, hose stations, hose, nozzles, valves and cabinets satisfactory ☐ Yes ☐ No

SMOKING

No Smoking Signs Posted in Restricted Areas ☐ YES ☐ NO
Evidence of Unauthorized Smoking ☐ YES ☐ NO
Proper Type of Butt Receptacles Provided in Authorized Areas ☐ YES ☐ NO

FIRE EXTINGUISHERS

All extinguishers accessible and clearly visible ☐ YES ☐ NO
All tamper seals in place ☐ YES ☐ NO
Was there any physical damage, corrosion, leakage, or clogged nozzles noted ☐ YES ☐ NO
Were all extinguishers checked to determine if full (check gauge) ☐ YES ☐ NO

FIRE ALARM SYSTEMS

All fire alarm devices in service ☐ YES ☐ NO
Physical condition of all fire alarm devices satisfactory ☐ YES ☐ NO
Are there any obstructions to smoke or heat detectors that would hamper operation ☐ YES ☐ NO
Are all pull stations unobstructed and readily accessible ☐ YES ☐ NO

ELECTRICAL EQUIPMENT

Are all panel box cabinets clean ☐ YES ☐ NO
Are all cabinet doors latched shut ☐ YES ☐ NO
Adequate clearance around electrical panels and transformers (minimum 36") ☐ YES ☐ NO
Are all junction box covers in place ☐ YES ☐ NO
Is there any temporary wiring ☐ YES ☐ NO

FLAMMABLE & COMBUSTIBLE LIQUIDS (including aerosols)

All flammables properly stored in an approved cabinet or flammable liquids storage room ☐ YES ☐ NO
Quantities outside of approved storage area limited to one days use ☐ YES ☐ NO
All flammables properly stored in approved containers ☐ YES ☐ NO

MISCELLANEOUS

ITEM	SATISFACTORY	UNSATISFACTORY	COMMENTS
Housekeeping			
Proper storage of compressed gases			
Cutting/Welding controlled			
Missing ceiling tiles			
Accumulation of trash beneath dumpsters			

COMMENTS

Comment on any unsatisfactory conditions: _____

FIRE PREVENTION INSPECTION REPORT

PLANT _____	LOCATION _____	DATE _____
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FIRE PROTECTION VALVES *(List all inside and outside)*

VALVE NUMBER	VALVE LOCATION/AREA CONTROLS	OPEN	LOCKED	SHUT

Were any sprinkler valves operated since last inspection? ☐ YES ☐ NO If yes: _____

Why was valve shut? _____ Was management notified? _____

PUBLIC WATER

Public water supply in service? ☐ YES ☐ NO Pressure _____ PSI

WATER SUPPLY TANKS & RESERVOIRS

TYPE SUPPLY	HEATER WORKING		WATER LEVEL FULL		Comments _____
	YES	NO	YES	NO	

FIRE PUMPS

TYPE PUMP	SET FOR AUTO START		STARTED AUTO		OPERATED PROPERLY		CHECKLIST COMPLETED		WATER PRESURE WITH PUMP RUNNING	Comments _____
	YES	NO	YES	NO	YES	NO	YES	NO		

If engine driven pump, is fuel supply at least ¾ full? ☐ YES ☐ NO

SPRINKLER SYSTEMS *(wet, dry, deluge, pre-action)*

SYSTEM NUMBER	WATER PRESSURE		AIR PRESSURE		HEAT ADEQUATE		ALARM TESTED		COMMENTS
	STATIC	FLOWING 2" DRAIN	VALVE	ACCELERATOR	YES	NO	YES	NO	

Storage within 18 inches of sprinkler heads? ☐ YES ☐ NO _____

Sprinkler heads painted/loaded/corroded? ☐ YES ☐ NO _____

Additional comments: _____

FIRE PREVENTION INSPECTION REPORT

SPECIAL EXTINGUISHING SYSTEM (Halon, Dry Chemical, etc.)

TYPE SYSTEM	LOCATION	IN SERVICE		DATE LAST SERVICED	Comments
		YES	NO		

FIRE EXTINGUISHERS, INSIDE HOSE STATIONS, AND STANDPIPES

	IN SERVICE		ACCESSIBLE		PROPER TYPE		PROPER ARRANGE/COND.		Comments
	YES	NO	YES	NO	YES	NO	YES	NO	
Fire Extinguishers									
Small Hose Stations									
Standpipes									

HYDRANT, HOSE HOUSES

HYDRANT LOCATION	ACCESSIBLE		DRAINED		EQUIPMENT				Comments
	YES	NO	YES	NO	ADEQUATE		CONDITION SATISFACTORY		
					YES	NO	YES	NO	

SMOKE/HEAT DETECTORS AND MANUAL PULL STATIONS

IN-SERVICE		TESTED SATISFACTORY		Comments
YES	NO	YES	NO	

FIRE DOORS

CONDITION		OPERATION		DOORS BLOCKED		DATE LAST TESTED	Comments
SAT	UNSAT	SAT	UNSAT	YES	NO		

SMOKING

Signs posted in restricted areas? ☐ YES ☐ NO _____ Evidence of smoking in restricted areas? ☐ YES ☐ NO _____

FLAMMABLE/COMBUSTIBLE LIQUIDS (Including aerosols)

Stored in proper area? ☐ YES ☐ NO _____

Stored at proper height? ☐ YES ☐ NO _____

Handling adequate? ☐ YES ☐ NO _____

MISCELLANEOUS

ITEM	SATISFACTORY	UNSATISFACTORY	Comments
Housekeeping			
Roof Drainage			
Electrical Wiring/Devices			
Cutting/Welding Controlled			
Watch Service			

Comments _____

INSPECTOR	REVIEWED BY	DATE

ELECTRIC FIRE PUMP INSPECTION CHECKLIST

INSTRUCTIONS: All fire pumps should be run and tested weekly. During pump operation, record results for each weekly test in the appropriate column for all items listed. If a need for repairs or adjustments is discovered during the weekly testing, they should be made immediately, following the manufacturer's instructions. Always operate pumps for 5 minutes after repairs to insure proper pump operation.

PLANT NAME				LOCATION											
IMPORTANT Any pump that is not left in the automatic start mode at the end of tests is considered impaired. Report this condition to management and begin repairs immediately.															
ITEMS LISTED FOR TESTING		CORRECT READINGS	USE SPACES BELOW TO RECORD TEST RESULTS												
			1ST WEEK	2ND WEEK	3RD WEEK	4TH WEEK	5TH WEEK	6TH WEEK							
1. DATE FIRE PUMP TESTED		Day/Date/Yr													
2. TESTED BY WHOM		Your Initials													
3. MOTOR RUNNING TIME (5 MINUTES WEEKLY MINIMUM - ELECTRICAL)		Length of Run in Minutes	_____ min.	_____ min.	_____ min.	_____ min.	_____ min.	_____ min.							
4. SUCTION PRESSURE (PSI)															
5. DISCHARGE PRESSURE (PSI)															
6. RPM (AT MAXIMUM SPEED)															
7. PUMP ROOM TEMPERATURE		Min. 40°F	*F	*F	*F	*F	*F	*F							
* 8. FIRE PUMP AUTOMATIC START PRESSURE SETTING (PSI)															
* 9. JOCKEY PUMP COMES ON AT (PSI)															
* 10. JOCKEY PUMP SHUTS OFF AT (PSI)															
11. ARE STUFFING BOX GLANDS AT PROPER TIGHTNESS?		SLOW DRIP	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	
12. START PUMP BY DROPPING PRESSURE ON PRESSURE SENSING LINE (OPEN PET COCK AND FLOW WATER). DID PUMP START AUTOMATICALLY ON PRESSURE DROP?															
13. DID YOU ACTUALLY OBSERVE SUCTION TANK OVERFLOW TO DETERMINE IF FULL?															
14. WAS THE RUNNING AND POWER OFF PUMP ALARMS TESTED SATISFACTORY TO CENTRAL MONITORING STATION?															
15. WAS PUMP LEFT IN FULLY AUTOMATIC STARTING MODE AT END OF TESTING AND IS GREEN "ON" LIGHT BURNING?															
COMMENTS: Describe the nature of any problems encountered for "NO" answers above and what was done for correction. Also state time and date repairs were completed and pump was returned to complete operating services: 															

* The jockey pump should be set to maintain pressure equal to the fire pump rating plus static suction pressure plus 10 psi. The fire pump should be set to start 10 psi less than the jockey pump start pressure. Refer to NFPA 20, A-11-4 for guidance.

INSPECTOR'S SIGNATURE _____ SUPERVISOR'S SIGNATURE _____

- FILE FOR REVIEW •
- ATTACH TO FIRE PREVENTION INSPECTION REPORT •

WEEKLY DIESEL FIRE PUMP INSPECTION CHECKLIST

DATE: ____/____/____

INSTRUCTIONS: All fire pumps should be run and tested weekly. During pump operation, record results for each weekly test in the appropriate column for all items listed. If a need for repairs or adjustments is discovered during the weekly testing, they should be made immediately, following the manufacture's instructions. Always operate pumps for 5 minutes after repairs to insure proper pump operation.

IMPORTANT

Any pump that is not left in the automatic start mode at the end of tests is considered impaired.
Report this condition to management and begin repairs immediately.

ITEMS LISTED FOR TESTING	CORRECT READINGS	RECORDED RESULTS	WCM #	OPERATOR INITIALS
1. ENGINE RUN TIME. OPERATE ALL INTERNAL COMBUSTION ENGINES FOR AT LEAST 30 MINUTES WEEKLY.	30 Minutes Weekly			
2. PUMP SUCTION PRESSURE (PSI)				
3. PUMP DISCHARGE PRESSURE (PSI)				
4. RPM (AT MAXIMUM SPEED)				
5. OIL PRESSURE - (SHOULD CONFORM TO MFG. SPEC'S.) INVESTIGATE PROBLEM AND MAKE REPAIRS IF NECESSARY	RUN PSI			
6. COOLING WATER SUPPLY FOR THE HEAT EXCHANGER	Water Disch. Observed	YES NO		
7. AMP (RECORD ENGINE GUAGE READING) AMP READING SHOULD BE +2 TO +5 AMPS AFTER 5 MINUTES RUNNING TIME	+2Amps +5Amps	+ _____ - _____		
8. CONDITION OF BATTERY CHARGER (SEE ITEM 7 FOR GUIDANCE)	Charging Satisfactorily	YES NO		
9. FUEL TANK LEVEL (KEEP TANK FULL AT ALL TIMES TO PREVENT CONDENSATION)	3/4 Full To Full	YES NO		
10. CHECK OIL STICK TO DETERMINE LEVEL / CONDITION OF CRANKCASE OIL. ADD OIL WHEN LEVEL AT "ADD" MARK.	Oil Stick On "Full" ?	YES NO		
11. PUMP ROOM (AMBIENT) TEMPERATURE	Min. 40 Deg. F			
12. WATER AND OIL HEATER FOR ENGINE IS OPERATING	Min. 70 Deg. F	YES NO		
13. COOLING SYSTEM TEMPERATURE	Max. Deg. F			
*14. FIRE PUMP AUTOMATIC START PRESSURE SETTING (PSI)				
*15. JOCKEY PUMP COMES ON AT (PSI)				
*16. JOCKEY PUMP SHUTS OFF AT (PSI)				
17. ARE STUFFING BOX GLANDS AT PROPER TIGHTNESS?	Slow Drip	YES NO		
18. DID PUMP START AUTOMATICALLY ON PRESSURE DROP? (OPEN PET COCK AND FLOW WATER TO DROP PRESSURE IN SENSING LINE)				
19. ARE BATTERY CONNECTIONS FREE OF CORROSION & TIGHT				
20. DID DIESEL START AUTOMATICALLY ON A & B BATTERIES WHEN TESTED SEPERATELY?				
21. ANTIFREEZE ADEQUATE IN COOLING SYSTEM HEAT EXCHANGER?				
22. DID YOU ACTUALLY OBSERVE SUCTION TANK OVERFLOW TO DETERMINE IF FULL?				

DIESEL FIRE PUMP INSPECTION CHECKLIST CONTINUED

23. RUNNING PUMP AND PUMP OFF ALARMS TESTED SATISFACTORILY TO CENTRAL MONITORING STATION?				
24. WAS PUMP LEFT IN FULLY AUTOMATIC STARTING MODE END OF TEST AND IS GREEN "ON" LIGHT BURNING?				

- The Jockey pump should be set to maintain pressure equal to the fire pump rating plus static suction pressure plus 10 psi. The fire pump should be set to start 10 psi less than the Jockey pump start pressure. Refer to NAPA 20, A-11-4 for guidance.

COMMENTS: DESCRIBE THE NATURE OF ANY PROBLEMS ENCOUNTERED FOR "NO" ANSWERS ABOVE AND WHAT WAS DONE FOR CORRECTION.

SUPERVISOR: _____